



## **Job Posting: Vice President of Advancement**

### **ABOUT CRJS**

[Cristo Rey Jesuit Seattle High School](#) (CRJS) is the 40<sup>th</sup> member of the Cristo Rey Network, the [largest network of high schools](#) in the US exclusively serving low-income youth, as well as a member of the [Jesuit Schools Network](#) and [Jesuits West](#). Thanks to a rigorous college-preparatory curriculum, four years of professional work experience, and spiritual development, students graduate empowered to succeed as scholars and citizens.

CRJS is committed to an inclusive and equitable work environment. We believe diversity benefits and enriches the development of all of us, and we value the cultural diversity of our team. If you are passionate about creating opportunities for students who would otherwise not have access to a high-quality Jesuit education and professional work experience, this is the job for you. CRJS has just welcomed our first class of 9th grade students and will add an additional grade level each year until we reach full enrollment of approximately 400 students.

### **POSITION**

CRJS is seeking a mission-driven fundraising professional to serve as Vice President of Advancement (VPA). We encourage applicants with a wide range of experiences and backgrounds to apply for this position. As a member of the Executive Team, the VPA will be instrumental in elevating CRJS from its successful launch in August of 2024 to becoming a top-notch Jesuit high school of 400 students by 2028.

Reporting to the President, the VPA is responsible for leading a four-person Advancement and Marketing team to achieve an annual fundraising goal of \$2-3M and complete a \$25M capital campaign over the next four years. The VPA seek will new sources of support by identifying/researching potential funders and creating compelling case statements, grant requests, and unique funding proposals.

In FY 2023/24, in preparation for its first class of students, CRJS raised \$5.5M in operational gifts and pledges and \$9.4M in pledges toward the capital campaign goal of \$25M. CRJS opened in August 2024 to 63 9th graders, educating young people of limited economic means and diverse backgrounds to become "people for others." 98% identify as students of color.

### **RESPONSIBILITIES AND QUALIFICATIONS**

#### **Fundraising Responsibilities**

- Direct a comprehensive fundraising program.
- With the President and Board, maintain momentum of capital campaign by focusing on leadership and major gift strategies.
- Prepare and pitch proposals for funding by individual donors and foundations and explore creative, multi-year requests. Expect in-person meetings and local travel as necessary.
- Work closely with VP of Corporate Work Study to engage current and prospective job partners with philanthropic activities of CRJS as part of "Chief Revenue Officers" team.
- Develop comprehensive cultivation, solicitation, and stewardship plans for all donors.
- Manage donor "moves management" process and serve as the major gifts officer.
- Develop and oversee an annual event with the goal of raising \$1M+ in revenue.
- Manage and serve as final author/editor on all grant-writing for the organization.

## **Communications Responsibilities**

- Continuously raise the school's profile as a uniquely effective educational hub in south Seattle.
- Manage school-wide communications program, including supervising Director of Marketing.
- Collaborate with Executive Team to provide content for publications and marketing materials, ensuring branding of all communications and event activities are of highest quality.

## **Administrative Responsibilities**

- Work with President to set and meet fundraising goals approved by the Board of Directors.
- Build and monitor annual budgets for Advancement and Marketing functions.
- Support President in Board reporting and Board member recruitment.
- Lead/attend meetings of Development, Capital Campaign, and Finance committees.
- Represent CRJS at conferences, meetings, and events.
- Provide guidance, leadership, and direction for the Advancement and Marketing team.
- Oversee calendar of appeals, individual, corporate, and foundation proposals, scholarship management, and special event fundraising.
- Utilize CRM system to track donor interactions and ensure timely gift acknowledgements.
- Collaborate with Director of Finance to ensure accurate reports for audit/reporting purposes.
- Provide executive level leadership in finance and budgeting for forecasting.
- Perform other duties and special projects as assigned by the President.

## **Qualifications and Qualities**

- Bachelor's degree.
- Five years of successful Advancement experience, including managing people.
- Demonstrated success in identifying, cultivating, soliciting, and stewarding individual gifts, foundation grants, and gifts of \$100,000 and above.
- Ability to implement initiatives with a high degree of flexibility and creativity.
- Ability to anticipate challenges and meet goals in a dynamic start-up environment.
- Experience with budgeting.
- Excellent written and public speaking skills.
- Strong relationship-building capacity.
- Team player with commitment to the mission, values, and goals of CRJS.
- Sense of humor and positive can-do spirit, with ability to encourage others to achieve.
- Commitment to serving families of limited economic means.
- Enthusiasm for Jesuit education and social justice.
- Proficiency in Microsoft Office and CRM systems (we use Bloomerang).
- Experience in design/website interfaces desirable.

## **WHAT YOU CAN EXPECT**

**Reports to:** President

**Job Classification:** Full time, 12-month exempt

**Salary:** \$140,000 - \$160,000 DOE

**Benefits:** Competitive employee benefits program, including medical, dental, and vision coverage, retirement plan contribution, and generous paid time off.

## **HOW TO APPLY**

Interested applicants may apply online through the Cristo Rey Jesuit Seattle [employment webpage](#). For your application, please prepare the following documents:

- Résumé, including educational and work experience, and LinkedIn profile if you have one.

- Cover letter (not longer than 1 page) articulating your interest in serving as VP for Advancement.
- Names and contact information of 3-4 professional references.
- Evidence of bachelor's degree (transcript or diploma).
- 2-page response to the following questions (not longer than 750 words total):
  - What past experiences have prepared you to serve as CRJS Vice President of Advancement?
  - What are your strengths and areas for growth as they relate to this position?
  - What qualities do you seek in recruiting, hiring, and evaluating teammates who report to you?
  - How will the Jesuit, Catholic identity of CRJS inform your work as VPA?

Candidates are invited to apply [here](#) by **Monday, October 7, 2024**. If we receive qualified applications prior to October 7, we may start the interview process earlier.

### **EQUAL OPPORTUNITY EMPLOYER**

CRJS is an Equal Opportunity Employer. All employment decisions, policies, and practices are made in accordance with applicable federal, state and local anti-discrimination laws. CRJS will not engage or tolerate unlawful discrimination on the basis of actual or perceived race, creed, color, alienage or national origin, ancestry, age, disability or handicap, sex, marital status, citizenship, veteran status, sexual orientation, genetic information, religion, or any other characteristic protected by applicable federal, state or local laws. Any offered salary is determined based on internal equity, internal salary ranges, market data, applicant's skills and prior relevant experience, degrees, and certifications.